

**Lewis Little Folks (LLF), Inc.**  
**Child Development Center**  
**and Kindergarten**  
**Policies and Procedures**  
(Revision 3)

**September 24, 2009**



**Lewis Little Folks, Inc.**  
**Child Development Center and Kindergarten**  
**21000 Brookpark Road, Mail Stop LLF-1**  
**Cleveland, Ohio 44135**  
**(216)433-5264**  
**(216)433-5265**

**Hours of Operation:**

**Monday - Friday**  
**6:30 a.m. to 6:00 p.m.**  
**Closed on all Federal Holidays**



REVISION & HISTORY PAGE	
DESCRIPTION OF CHANGE	Publication Date
Revised 7/1/96 release to include editorial updates, Revision Page, revised discipline policy, addition of Kitten room, definition of core hours, and updated Child/Teacher Ratios table to include State Licensing Requirements.	8/8/96
Revised 6/9/97 to include revised rate table, ratio table, waiting list fee, update to termination of services.	6/9/97
Editorial corrections to cover page, phone list, and state ratio table	9/27/97
Revised 7/16/98 to update phone numbers, breakfast serving time, classroom age ranges, and weekly tuition fees.	7/16/98
Revised starting 8/19/98 to update kindergarten early admission policy and formatting and to delete section entitled "Checks Returned by the Bank" (previously section 3.7).	9/2/98
Revised 4/14/99 per review at Board Meeting with input from parents and Board Members.	4/14/99
Revised for clarity and to reflect changes in enrollment, Kindergarten Reservation Fee, acceptance of form of payment, and Glenn Research Center name change.	6/30/99
Removed the tuition chart in 3.6.1 section since it creates confusion. Added an automatic table of contents for ease addition and subtractions.	8/1/01
Changed Daycare to Child Development Center in entire document.	8/8/01
Updated 2.4 the Communicable Diseases Policy; Added printed on Feature	6/20/02
Rearranged and updated content to account for latest Ohio state licensing requirements and the new facility. Significant content changes to Kindergarten policy, classroom information and late fees.	11/2/04
Revised Membership Policy to include additional enrollment eligibility. Revised Waiting List Policy to include both a primary waiting list and an auxiliary waiting list and established guidelines for when each list will be utilized.	8/26/05
Revised registration fee increase. Revised licensing capacity. Revised wording for closing time.	9/24/2009

Changes to the content of this document require the approval of the LLF Board of Trustees.

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# **1. General Operating Procedures**

## **1.1 Mission Statement**

The objective of Lewis Little Folks, Inc. Child Development Center and Kindergarten (LLF) is to provide high quality, reliable on-site Child Development Center and Kindergarten accessible to all Glenn employees and support service contractors.

## **1.2 Philosophy and Goals**

LLF offers a natural progression from a successful Child Development Center program through an individualized and comprehensive full-day Kindergarten program. The LLF program accepts each child as an individual with unique and special characteristics. Each child is entitled to the love, care, respect and attention of every member of our staff. LLF seeks to provide for the students, a non-threatening environment in which they feel comfortable and encouraged to explore the greater world around them. Curiosity, enthusiasm, awareness, experience, and involvement are emphasized. The LLF staff endeavors to recognize each child's level of development and provides instruction and support accordingly to assure that each child has the opportunity to achieve to his or her maximum potential.

## **1.3 Licensing Statement**

LLF is licensed by the State of Ohio to operate legally with a maximum enrollment of 206 children. The Ohio State Department of Jobs and Family Services issues the Center a license which is posted in the main entrance. The laws and rules governing childcare are available for review upon request. The Center's licensing record is also available for review upon request. At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information. In addition, the Kindergarten Program is officially recognized by Ohio State Letter of Approval as a full-day kindergarten program.

## **1.4 NAEYC Accreditation**

Not applicable at this time.

## **1.5 Administration and Organization**

LLF is a non-profit, parent-operated Child Development Center facility at NASA Glenn Research Center. The administration of the affairs of the corporation is by the seven-member Board of Trustees, who are elected at a General Membership meeting. The LLF Director oversees the day-to-day operations of the Center and supervises the staff.

Board meetings are held at least six times per year and are open to the General Membership. The minutes of the Board meetings are published and distributed to the General Membership.

## **1.6 Membership Policy**

For a child to be eligible for enrollment at LLF, at least one legal guardian, stepparent or

grandparent must be a NASA civil servant, on-site support service contractor, Glenn-detailed Exchange or military employee, or LLF employee. Note: throughout this document parent and legal guardian are used interchangeably. All LLF parents are automatically members when their child is enrolled in the Child Development Center. If you are not a parent and are interested in becoming or maintaining a membership at LLF, a \$5.00 membership fee is required to be a member. Membership does not ensure eligibility for enrollment

### **1.7 Admissions**

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated one year from the last date of the physical.

### **1.8 Kindergarten Admission Policy**

If a child turns five on or before September 30, the child qualifies for LLF Kindergarten. If the child's birthday falls between October 1 and December 31, and the parent wish to pursue early entrance into Kindergarten, then the child needs to be tested for early entrance in the school district of the child's city of residence. If the child passes their school district's early entrance testing and evaluation(s), and the parent brings to LLF, proof of eligibility for early entrance, then the child shall be accepted in the LLF Kindergarten. If a child's birthday occurs after December 31, the child shall not be admitted to the LLF Kindergarten.

Parents are responsible for checking with their school district to determine that district's entrance age to first grade. There is no guarantee that a child attending our Kindergarten program will be admitted to his/her own district for first grade if they are not within the district's age limits. This may determine when a parent wishes to enroll their child in LLF's Kindergarten program.

If a child is eligible for our Kindergarten program, but has a later birthday (September), we strongly suggest that the parents consider having their child screened to determine if he/she is ready for Kindergarten. This is not a requirement, but a strong suggestion to prevent undue stress on the child by enrolling in a program that they are not yet ready for. Please see the office if you are interested in having your child screened. Our Kindergarten teacher may be able to screen your child.

### **1.9 Days and Hours of Operation**

The LLF is open 6:30 a.m. to 6:00 p.m. on all days that the NASA Glenn Research Center is open for business. The core hours of operation are from 8:00 a.m. to 4:00 p.m. LLF is closed on all holidays observed by the Federal Government and on days when the NASA Glenn Research Center is officially closed (e.g. adverse weather conditions or any administrative closing). To check to see if NASA Glenn Research Center is open, you can call at 433-WEAT. In addition,



the LLF Kindergarten is closed whenever the Berea City Schools are closed due to adverse weather conditions. Parents should observe local media listings for such a school closing announcement. Child Development Center will be provided for children enrolled in the LLF Kindergarten on such days.

In the event of some other unforeseen circumstance that would require closure of LLF (e.g. flu epidemic, power outage, etc.), every attempt will be made to contact the parents by phone. Closure would require the Director's, LLF Board President's, and one additional Board Member's consensus and approval.

The LLF Director and/or Assistant Director are available from 8:00 a.m. to 5:00 p.m. daily.

### **1.10 Waiting List Policy**

Lewis Little Folks, Inc. maintains two waiting lists. The primary waiting list contains names of children (including stepchildren) of NASA civil servants and contractors. The auxiliary waiting list contains names of grandchildren of NASA civil servants and contractors.

Each child's name will be placed on the appropriate waiting list (either primary or auxiliary). The following information applies to everyone when maintaining each waiting list.

Anyone wishing to enroll a child or are expecting a child within 9 months is encouraged to contact LLF to place their name on a waiting list. Since the Child Development Center attempts to maintain 100% enrollment, your child cannot enter the Child Development Center until an opening becomes available in the appropriate age group. The office staff will enter your name, your child's name and age, birthday, siblings currently enrolled at LLF, and your call date into the waiting list database. The information entered will be used to determine your placement on the waiting list. The family will be requested to pay a non-refundable waiting list fee of \$25.00 per *family*. If the family is offered an available slot one year or more after paying the waiting list fee, and the family refuses the slot, the \$25.00 fee will be imposed again for each *child*, in order for the family to maintain the current waiting list number for that child for at least another year.

The following guidelines have been established for contacting families when an opening occurs within LLF:

The primary waiting list is exhausted first before the auxiliary waiting list is utilized. The following process will always be followed for the primary waiting list first for each available opening. If all steps have been followed and the opening remains, all steps will then be followed for the auxiliary waiting list. For example, if an opening arises in the infant room, all names on the primary infant room waiting list (in order below) will be contacted. If no one accepts the position, then all names on the auxiliary waiting list (in order below) will be contacted until the position is filled. If, at a later date, another opening arises in the same age group, the main waiting list will again be contacted before going on to the auxiliary waiting list.

- A. Names are listed according to the length of time a family has been waiting to enroll a child. The family with an age-appropriate child, which satisfies the following criteria, will be contacted first.

1. The family has another child currently enrolled in LLF or has been approved for extended leave. (Parents of LLF siblings have priority). Note, if the older sibling graduates before the new child is accepted into the program, the family maintains its position on the waiting list.
  2. Children of LLF Employees.
  3. The family that has been waiting the longest.
  4. The child on the waiting list is of the appropriate age for the available spot.
- B. If a family turns down a spot when contacted, their name will remain on the waiting list in the same position and the family next in line will be contacted. The family that first declined the slot would be contacted for the next available spot. If the family is contacted after one year of paying the waiting list fee, and declines the slot offered, the family will be requested to pay the waiting list fee for each *child* to remain on the list. The family has a seven-day grace period to pay the fee and keep their current waiting list number for that child. Names will automatically be removed from the list if the fee is not paid within seven days.
- C. If a family is notified and does not want the spot until the following month, the family can hold the spot by paying the vacation rate for that month. This will be done for only one month and there after, the full rate must be paid for each succeeding month.
- D. A family starting enrollment is given up to two weeks from the time of accepting the slot, either verbally or by payment of the registration fee, to actually start their child in the classroom.
- E. As a government sponsored Child Development Center facility, LLF is required by law to maintain a 50/50 ratio between NASA Employees and Contractor Employees using the facility. In the event that Contractor employees exceed this ratio, NASA employees will be given priority on the waiting list.
- F. In the event that a parent removes their child from LLF, future requests to re-enroll the child would require that the parent follow the waiting list procedures and the call date would be based on the date that the re-enrollment request was made.

### **1.11 Staff Qualifications**

In compliance with state licensing requirements, the LLF staff is trained in child abuse and recognition, first aid, communicable diseases, and CPR. In addition, most of the staff has formal training in the areas of child development and childcare to meet NAEYC requirements. This includes staff members with Bachelor's and Associates Degrees in Early Childhood and related fields and the CDA (Child Development Associate) credential.

### **1.12 Nutritional Services**

A food preparation specialist staffs the kitchen. Parents are provided with copies of the Fall/Summer rotating menus, which meet the nutritional guidelines established by the state of Ohio and meets all day care licensing requirements. Breakfast, lunch, and an afternoon snack are

served daily. Breakfast is served from 8:00 am to 9:00 a.m. Breakfast will be served after 9:00 a.m. for extenuating circumstances.

Lunch is served at 11:15/11:30 a.m. and a snack at 2:30 p.m. Parents are welcome to join their child for lunch occasionally. Please notify the kitchen staff by 9:30 a.m. each morning if you would like to join your child for lunch that day. This will ensure that sufficient food is prepared.

Special diets for either religious or medical reasons will be accommodated. In the event that a special diet is requested for religious reasons, the parent must complete the Parents Statement of Objection to Food Due To Religion Form. If a special diet is required for medical reasons, the child's physician must complete and sign the top portion of the Administration of Medication Form.

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

### **1.13 NASA Glenn Policy Regarding Volunteer Activities**

LLF appreciates any person willing to volunteer or assist with fund-raisers and other committees or activities supporting the Child Development Center and/or Kindergarten. If you volunteer during work hours, it is your responsibility to seek a firm agreement with your supervisor on whether or not the compensation for the activity is approved.

### **1.14 Non-discrimination Policy**

The LLF admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, LLF will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships/loans/fee waivers, educational programs and athletics/extracurricular activities. In addition, LLF is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation.

The LLF will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

### **1.15 Participation of Children with Special Needs**

Lewis Little Folks Daycare and Kindergarten does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name, Title	Maureen Sartain, Director
Address	21000 Brookpark Rd. Cleveland, Ohio 44135
Telephone No.	(216) 433-5264

Lewis Little Folks Daycare and Kindergarten provides child care in a group setting. In compliance with federal law, the program will make reasonable accommodations within its existing program for children with disabilities. Because Lewis Little Folks does not operate a specific special needs program, enrollment of children requiring intense supervision or one-on-one care may be denied if such supervision would result in a fundamental alteration of the nature of services provided or would create an undue hardship on the program.

Parents who wish to enroll their special needs child, and who believe that accommodations will be necessary for their child's participation in the program, must notify the ADA/Section 504 Coordinator so that an accommodation plan, addressing the child's participation in the program and his/her necessary accommodations, can be developed prior to the child entering school. Lewis Little Folks is committed to ensuring the confidentiality of disabled children in this process.

As a special needs child continues in the program, staff will keep parents advised of their child's progress and staff and parents will establish a plan for periodic review of the effectiveness of the child's program modifications. If the Coordinator and teacher or the child's parents observe that a child's behavior or physical needs put him/her at risk of physical injury to self or others, that a child exhibits signs of extreme emotional distress, or that a child's physical and/or emotional needs cannot be accommodated within the program without modifications, the Coordinator will immediately meet with the child's parents to discuss whether further modifications are possible within the stated mission and goals of the program.

If reasonable accommodations are not feasible and/or modifications would require a fundamental alteration of the program, and the staff, including the Coordinator and Director, determine that in their best professional judgment it is not in the best interests of the child or the program to continue providing services for the child, the parents will be notified of the center's intended withdrawal of the child from the center and the reasons for the withdrawal. No child will be withdrawn without a meeting between the Director, the ADA/Section 504 Coordinator, and the child's parents. Withdrawal will become effective 10 calendar days from the date of determination that the program cannot accommodate the needs of the child. A grievance procedure and notice thereof will be provided to the parents.

## **2 Tuition/Fees and Payment Policies**

Stated below are all payments for which the parent or guardian of any child(ren) enrolled in the LLF shall be liable. For the purpose of the following document, "parent" will be taken to include a natural parent, foster parent, step-parent, or other legal guardian. Our tax ID number is available upon request. All payments shall be made in the form of personal check, money order, or certified check; no cash shall be accepted for payment.

### **2.1 Membership Fee**

LLF is a non-profit, parent-operated Child Development Center and Kindergarten facility at NASA Glenn Research Center. At least one parent of a child seeking enrollment in the Child Development Center or Kindergarten must be a NASA civil servant, on-site support service contractor, Glenn-detailed Exchange or military employee, or LLF employee. All LLF parents

are automatically members when their child is enrolled in the Child Development Center or Kindergarten. If you are not a parent and are interested in becoming or maintaining a membership at LLF, a \$5.00 membership fee is required to be a member. This fee is to defray the cost of operating the corporation. LLF membership entitles you to voting privileges and copies of all mailings and publications.

If you are a waiting list parent and should decide to become a member, and your child becomes enrolled in LLF within a year of becoming a member, then the \$5.00 membership fee would be put towards the registration fee.

## **2.2    *Waiting List Fee***

A non-refundable waiting list fee of **\$25.00**, will be required by all families added to the waiting list. The child(ren's) name(s) will be added to the waiting list once the \$25 fee (per *family*) is paid, and will remain on the list for a minimum of one year after payment of the fee. If the family is offered an available classroom slot one year or more after last paying the waiting list fee, and the family refuses the slot, the \$25 fee will be imposed again for each *child*, in order for the family to maintain the current waiting list number for that child for at least another year. The family has a seven-calendar day grace period to pay the fee and keep their current waiting list number for that child. If the fee is not paid, the name will automatically be removed from the waiting list. The purpose of the fee is to cover the processing and administrative costs of maintaining the waiting list.

## **2.3    *Registration Fee***

When a child is enrolled at LLF Child Development Center and Kindergarten, a family must pay a non-refundable registration fee of **\$50.00**. This fee covers the processing costs as well as consumable supplies. This fee must be paid NO LATER than the child's first (1st) day at LLF for the child to be considered enrolled. The registration fee is charged for **each** child that a family enrolls.

## **2.4    *Kindergarten Reservation Fee***

For a child enrolling in the Kindergarten, a **non-refundable** reservation fee of **\$150.00** will be required to reserve a slot in the Kindergarten. This \$150.00 reservation fee shall be applied toward the first two weeks of Kindergarten tuition.

## **2.5    *Security Deposit***

A security deposit equal to **two (2) weeks of fees** will be due IN FULL by the end of the fourth (4th) week of enrollment in the Child Development Center or the Kindergarten. A family anticipating a problem with timely fulfillment of this requirement should discuss it with the Director IN ADVANCE to their child's starting date. A security deposit is charged for each child that a family enrolls.

A family is required to give a two (2) weeks written notice when withdrawing a child. These

two (2) weeks are necessary to ensure adequate time to fill the vacated opening.

The security deposit shall be refunded in its entirety (or applied to the final two (2) weeks of care) if and only if the LLF Director is notified in writing two (2) weeks prior to a child's withdrawal. If less than a two (2) weeks notice is given, the family is responsible for payment of two (2) full weeks of fees after the receipt of notice. The deposit may be applied to these two weeks. No refund of the security deposit will be made until the end of the two weeks. Furthermore, the security deposit will not be refunded during an approved extended leave of absence.

## **2.6 Weekly Fee**

A weekly fee per child is established by the LLF Board of Trustees to cover Child Development Center operating expenses and is subject to change as conditions require. A written notice will be given to all families at least two (2) weeks before any fee increases are implemented. In the event of a government furlough, the Board will decide on the amount to be charged to the parents.

### **2.6.1 Fee Schedule**

Please request from the Director a current fee schedule at the time that your child enrolls at LLF. It should be noted that the Kindergarten students have official vacation periods during the holiday season and spring break. Kindergarten tuition is charged during these periods. Child Development Center is available to the Kindergarten students during these vacation periods. If the student does not attend LLF during these vacation periods, the vacation policy (Section 2.6.4) applies.

### **2.6.2 Sibling Discount**

Families with two or more children enrolled at LLF are entitled to a deduction of \$7.00 per week for each additional child (For two children, subtract \$7.00 from the family's TOTAL weekly fees. For three children, subtract a total of \$14.00 from the total weekly fees. For four children, subtract a total of \$21.00 from the total weekly fees).

### **2.6.3 Late Payment Penalties**

The fee shall be due by noon on the first workday of each week (Monday, unless there is a holiday) that the child attends. There is a \$20.00 per week late fee for a payment received after Wednesday at **noon** of that week. If the fee (plus penalties) has not been received within five (5) workdays (Friday, unless there is a holiday), the child shall not be permitted to stay at the facility until all fees and late charges are paid. Exceptions will be made under extraordinary circumstances at the discretion of the Director.

The non-use of the facility by a child because of illness, parent's use of leave, occurrence of a Government holiday, etc., shall not cause any rebate/reduction in the weekly fee, except as provided for in the following situations:

### **2.6.4 Vacation Days**

For vacations of five (5) consecutive school days or longer, the fee shall be reduced by

\$4.00 per day, provided at least one (1) day notice IN WRITING (stating the dates of absence) is given to the Director and the discounted rate is paid IN ADVANCE. Please note that a holiday is considered a school day (since fees are charged for holidays) and thus can be considered a part of the total vacation.

For vacations of less than five (5) days, or any vacation without notice or prepayment, the full fee must be paid. LLF will be closed on all days that NASA Glenn is closed (e.g., all federal holidays, adverse weather, etc.). No discount is offered for these individual days.

#### **2.6.5 Sick Days**

Full fees must be paid for days when a child is ill and cannot be accepted at the Child Development Center and Kindergarten. If there are foreseeable absences of five (5) consecutive school days or longer due to illness (e.g. surgical procedure), the fee shall be reduced by \$ 4.00 per day, provided at least one (1) day notice IN WRITING is given to the Director and the discounted rate is paid IN ADVANCE. The discount may also be applied to unforeseen illnesses of long duration (five or more consecutive school days). On the day of the child's return from an unforeseen illness, the family must pay IN FULL all fees for the time the child was absent and for the current week.

#### **2.6.6 Work Schedule Changes**

When a parent's schedule changes and the child is unable to attend the Center (e.g., the parent's work schedule temporarily changes from day to evening shift), the fee shall be reduced by \$20.00 per week, provided at least one (1) working day notice IN WRITING is given to the Director. This discounted rate is limited to three (3) months.

#### **2.6.7 Extended Leave**

The Extended Leave Policy applies if a child must be removed from LLF for an extended period of time because of medical reasons for the child or an approved leave for the parents. An approved leave for the parents would include extended leave for maternity reasons, military leave, or a temporary change in duty station. The parents would not have to pay any weekly fee during the extended leave when their child has been removed from LLF. Their security deposit would not be returned to them during this time. On the day the child is removed, s/he would be placed back on the waiting list and would be given priority (see Wait List Policy 1.9A) for re-enrollment based on the child's expected date of return.

If the parents are expecting a new child, they may also place their name on the waiting list for the Bunny Room for this child. If the parents are already on the Bunny Room waiting list prior to extended leave, the leave will not effect their position on the list. At the time that the parent wishes to return the child to the Child Development Center, the Waiting List Policy for re-enrolling the child applies.

To use the Extended Leave Policy, a family must send a letter to the Director justifying their request for an extended leave and stating the date their child will be removed and the expected date of return. The LLF Board of Trustees and Director will make the final decision on all requests.

When a parent is on an approved extended leave of absence (e.g. maternity leave), part-time attendance may be arranged to allow the child to remain acclimated to the Child Development Center environment. A fixed schedule of either two or three days per week shall be agreed upon by the parent and the teacher. During the temporary parental leave, the family's current rate is reduced by \$20.00 per week per child (regardless of the number of days that the child attends). This reduction in rate is in addition to the sibling discount. Part-time attendance is limited to three (3) months.

Requests for part-time attendance during the approved leave of absence must be IN WRITING to the Director. The LLF Board of Trustees and Director will make the final decision on all requests.

## **2.7 Late Pickup of Children**

LLF closes promptly at 6:00 pm and staff members are only scheduled to work until 6:00 pm. For safety reasons, the staff members are to remain in the building until all families and children have left. Therefore, if a child is picked up from the Center later than 6:00 p.m., that family shall be liable for a late charge of **\$20.00 per 10 minutes** per child payable to LLF. Chronic problems will be referred to the Board of Trustees for action. The staff is not scheduled for providing child care after 6:00 p.m., so please be considerate and make an effort to pick up your child prior to 6:00 p.m.

## **2.8 Checks Returned by the Bank**

If a member's check is returned by the bank to LLF, Inc., due to insufficient funds (overdraft), that member shall be charged a \$10.00 penalty fee to cover expenses incurred by LLF, Inc., to reprocess that check. The overdraft check will be held and resubmitted for deposit after notifying the member. After two (2) overdraft checks from the same member, only money orders or certified checks will be accepted for payment until further notice.

## **2.9 Termination of Services**

Services may be terminated by the concurrence of the Director and Board of Trustees for any of the following reasons:

- A. The failure to pay for services
- B. The failure to abide by LLF's policies and rules including extreme disruptive or uncontrollable behavior of a child
- C. The absence of a child for an extended period without notification or payment
- D. Neither parent meets the eligibility requirements for membership defined in Section VII of this policy document.
- E. Disruptive or belligerent actions by a parent.
- F. Termination of services as deemed necessary by the Board.

In the event that the parent's employment status changes during the time that their child is enrolled at LLF, continued enrollment of the child will be at the discretion of the Board of



Trustees. A child enrolled in LLF Kindergarten will be allowed to complete the remaining part of the school year. Requests to continue enrollment must be submitted to the Board President in writing for their consideration.

Families will receive written warnings of pending termination before being terminated by the Director. Notification of termination shall be made both verbally and in writing and shall state the reason and date of termination. Termination may be requested immediately if the actions are a perceived threat to the children, staff, or other parents at LLF.

### **3 Classroom Information**

#### **3.1 Child/Teacher Ratios**

LLF maintains child/teacher ratios required by the State of Ohio Child Day Care Licensing Laws from 6:30 a.m. to 6:00 p.m. daily. During core hours of operation from 8:00 a.m. to 4:00 p.m., LLF ratios that are better than the state ratio requirements may apply to certain age groups. The current state ratios, LLF ratios, and maximum class sizes are listed below.

<b>Class</b>	<b>Age</b>	<b>State Age Ratio</b>	<b>LLF Ratio</b>	<b>LLF Maximum Class Size</b>
Kindergarten	5 yrs*	18:1	17:2	17
Preschoolers	3 - 5 yrs.	12:1	10:1	20
Puppies	21 mos. – 3 yrs.	8:1	6:1	12
Ducklings	16 mos.- 21 mos.	7:1	4:1	8
Bunnies	6 wks. – 16 mos.	5:1 or 2:12	4:1	8

\*(as of 9/30)

#### **3.2 Daily Schedules**

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

##### **Bunny Room Daily Schedule**

6:30 – 8:00 Arrivals  
8:00 – 9:00 Breakfast  
9:00 – 10:00 Feeding younger infants/play time  
10:00 – 10:45 Art Work/Outside (Weather permitting)  
10:45 – 11:00 Washing hands/prepare for lunch  
11:00 – 11:30 Lunch  
11:30 – 12:00 Clean up Lunch  
12:00 – 12:30 Story time/ singing songs  
12:30 – 2:00 Naptime

2:00 – 3:00 Free play  
3:00 – 3:30 Snack Time  
3:30 – 4:00 Feed young infants/ Free play  
4:00 – 5:00 Outside (Weather Permitting)  
5:00 – 5:30 Stories/Singing songs/Free play  
5:30 – 6:00 Getting ready for home

### **Duckling Room Daily Schedule**

6:30 – 6:45 Early Arrivals – Bunny room  
6:45 – 9:00 Duckling room opens, Breakfast, free play on carpet  
9:00 – 9:15 Creative movement/music, diapering  
9:15 – 9:40 Group time/attendance, songs, stories, finger plays  
9:40 – 10:30 Indoor/Outdoor: art, gross motor play  
10:30 – 11:00 Indoor/Outdoor: table toys, floor toys, music, diapering  
11:00 – 11:15 Prepare for lunch: bibs on, wash hands, stories, flannel stories, songs  
11:15 – 11:45 Lunch  
11:45 – 12:15 Clean up Lunch, floor toys, stories  
12:15 – 2:30 Naptime  
2:30 – 3:00 Wake up, diapering, floor toys, music  
3:00 – 3:20 Snack Time  
3:20 – 4:30 Indoor/Outdoor: bubbles, balls, table toys, floor toys  
4:30 – 5:00 Diapering, fine motor activities, blocks  
5:00 – 5:30 Choice of free play  
5:30 – 6:00 Bunny room

### **Puppy Room Daily Schedule**

6:30 – 8:00 Early Arrivals – Bunny room  
8:00 – 9:00 Puppy room opens, Breakfast, free play on carpet  
9:00 – 9:15 Creative movement/music, diapering  
9:15 – 9:30 Group time/attendance, discussion of weekly themes  
9:30 – 11:00 Centers: art, sand/water, manipulatives, music, books, outdoor play  
11:00 – 11:15 Prepare for lunch, diapering/potty, wash hands  
11:15 – 11:45 Lunch  
11:45 – 12:30 Prepare for naptime: face/hands washed, books on cots  
12:30 – 2:30 Naptime  
2:30 – 3:00 Wake up, diapering/potty  
3:00 – 3:15 Snack Time  
3:15 – 4:00 Indoor/Outdoor: games, stories, large and small muscle activities  
4:00 – 5:30 Diapering/potty, free choice of activities, get ready to go home  
5:30 – 6:00 Bunny room

### **Preschool Daily Schedule**

6:30 – 8:00 Early Arrivals, free choice of activities  
8:00 – 9:00 Breakfast, free choice of activities  
9:00 – 9:30 Group time/attendance, sharing time, fingerplays, songs, learning games  
9:30 – 11:15 Learning Centers: art, sand/water, manipulatives, music, books, outdoor play

11:15 – 11:30 Prepare for lunch, bathroom, hand washing  
 11:30 – 12:00 Lunch  
 12:00 – 12:15 Prepare for naptime: face/hands washed, books on cots  
 12:30 – 2:30 Naptime  
 2:30 – 3:00 Wake up, potty  
 3:00 – 3:15 Snack Time  
 3:15 – 4:00 Indoor/Outdoor: games, stories, large and small muscle activities  
 4:00 – 6:00 Diapering/potty, free choice of activities, get ready to go home

### **Kindergarten Class Schedule**

9:00 – 9:15 Opening Songs, Calendar, Weather, Pledge, Attendance  
 9:15 – 9:30 Language Arts (Monday, Wednesday)  
                     Show - N - Tell (Tuesday, Thursday)  
                     Weekly Reader (Friday)  
 10:00 – 10:10 Story/Fingerplay  
 10:10 – 10:25 Handwriting  
 10:25 – 11:00 Reading Readiness/Hickory Dickory Book  
 11:00 – 11:25 Gym, Music, Outside Activities  
 11:30 – 12:00 Lunch  
 12:00 – 12:30 Recess  
 12:30 – 1:00 Quiet Time (Movie, Finish Work)  
 1:00 – 1:25 Centers  
 1:30 – 1:50 Social Studies (Monday, Wednesday)  
                     Science (Tuesday, Thursday)  
                     Health (Friday)  
 1:50 – 2:30 Free Choice, Centers (Finish Work)  
 2:30 – 3:00 Pass Out Papers, Clean up, Smile Board  
                     Alphabet Party (Friday)  
 3:00 – 6:00 After School Care

### **3.3 Child Development Center Phone Numbers**

The LLF may be reached at any of the following numbers, between the hours of 6:30 a.m. and 6:00 p.m. daily, 433-5265 and 433-5264. If you receive the voicemail and need to speak with someone immediately, please call the classroom and speak directly to the teacher. These numbers are subject to change without revising this document.

Room	Fall 2004
BUNNY 1	433-9179
BUNNY 2	433-8612
DUCKLING	433-9178
PUPPY 1	433-9182
PUPPY 2	433-9184
PRESCHOOL 1	433-9177
PRESCHOOL 2	433-9185
PRESCHOOL 3	433-9183
KINDERGARTEN	433-9180

KITCHEN	433-9431
MULTIPURPOSE	433-6629

### **3.4 Activities/Curriculum**

LLF provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children. LLF's daily curriculum features a variety of creative and innovative activities such as block building, painting, reading stories, dress-up, and active outdoor play. LLF also offers enhancement classes such as music and physical education. Each week a different theme is featured with the daily activities being tailored to the different age groups following developmentally appropriate practices.

LLF may at times offer special activities in addition to the normal curriculum, such as a field trip to the Cleveland Zoo, picnics, trick-or-treating at the NASA Glenn picnic grounds, or a holiday program.

### **3.5 Supervision Policy**

#### **3.5.1 Arrival/Departure**

Parents are required to bring their children into the classroom and to sign the child in on the sign-in sheets. Any special messages, medications, special pick-up notes, are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. Staff will mark the LLF attendance sheet to note children's arrival and departures each day. At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up. Parents are responsible for signing the child out on the sign-out sheet and are responsible for the supervision of their child before and after sign-in.

#### **3.5.2 Supervision of infants/toddlers/preschoolers**

A child shall never be left alone or unsupervised. Staff will supervise children at all times, including naptime. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

#### **3.5.3 Supervision of Schoolage Children**

Schoolage children may run errands inside the building or use the restroom alone or in groups without adult supervision as long as the following conditions are met:

- children are within hearing distance of a teacher
- the teacher checks on the children regularly until they return
- the restroom is for the exclusive use of the center.

#### **3.5.4 Absent Children**

We request that parents contact LLF (office or classroom) when their child is not going to be attending school on a regularly scheduled day. If a child is scheduled to arrive and does not, and we have not received a notice from the parents, we may contact the parents

to inquire about the absence.

Kindergarten parents are reminded that the LLF Kindergarten is an officially recognized school, and official records of children absent from class will be maintained. Students are required to attend just as they would be for any public or private school. Any unapproved arrivals beyond the 9:00 starting time will be recorded as tardy.

### **3.5.5 Release of a Child**

In accordance with state regulations, children are released only to a parent or person authorized by the parent. If someone beside the child's parent is picking up a child, a Pick-up Permission Form (located on the front hallway bulletin board) must be filled out and given to that child's teacher at the beginning of the day. If, during the day, you find it impossible to pick up your child after school, call the LLF Director and identify the authorized person. The Director will complete the Pick-Up Permission Form with the persons' name, Driver's License number, and physical description. The completed Pick-up Permission Form will be given to the teacher in charge who will be asked to sign the form. The teacher will always ask for proof of identification, verify the Driver's License number and request a signature from the person picking up the child.

### **3.5.6 Custody Agreements**

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation; however security entrance to the NASA lab must be obtained for unbadged parents.

### **3.5.7 Transitioning**

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan which requires a parent's signature. This plan will include the beginning and ending date of the transitioning period and include a transition schedule.

### **3.5.8 Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

## **3.6 Field Trips/Transportation of Children**

The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

The center will be providing transportation on routine field trips for school age children. This transportation will be done on Berea City School buses. A staff member with first aid/communicable disease and CPR trainings will be present on the bus. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate checksheet specifically created for the trip. Upon arrival at the destination, another count will be

taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of the field trips, each staff member and chaperone will have specific children that they are responsible for supervising. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

### **3.7 Swimming Information**

Swimming lessons and water park play will be provided only for schoolage children during the summer. We will take the children to the local recreation center. A lifeguard will be present at all times and child care staff will also be actively supervising children. Parents will be provided with permission slips ahead of time which will need to be signed.

Younger children will be provided with water play opportunities at the center. These would include sprinklers and small wading pools (less than 24 inches deep). Parents will also be asked to sign written permission slips prior to children engaging in this type of play. Please remember to send bathing suits, towels, swim diapers and sunscreen for your children. Sunscreen must also have a medication form completed for it.

### **3.8 Accidents/Emergencies**

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot.

In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills.

Should we need to evacuate due to fire or weather conditions, or loss of power, heat, or water to the center, environmental threats or threats of violence, our emergency destination is the Fitness Center or the Guerin House. A sign will be posted on the front door of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up the children. If parents cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. Please refer to the LLF Safety/Security Plan.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of accidents or injuries, the appropriate staff member will administer first aid. If a child ingests a foreign substance, the Poison Control Center will be contacted. The same day that the incident occurs, the staff person caring for the child completes an Incident Report Form. The form is signed and dated by the staff member that completed the form, the Director, and the parent and the Director files a copy.

For severe emergencies, 911 will be called, and if necessary, the child will be transported by an Emergency Medical Squad to the nearest hospital. The caregiver or Director will go with the child if the parents are not present at the time of departure. The child's doctor, as noted on the

Emergency Transportation Authorization Form, will be contacted. The parents are also immediately contacted, or if the parent cannot be reached, the designated person listed on the Emergency Transportation Authorization Form is contacted.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad/ or an unusual or unexpected event occurs which jeopardized the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

### **3.9 Discipline Policy**

LLF's policy on discipline is predicated on the belief that children should learn through positive reinforcement (commenting on children doing the “right” thing), daily observation and evaluation, along with timely consultation with parents as needed. This policy is consistent with the requirements of Rule 5101:2-12-22 OAC. Staff are instructed to approach a discipline problem by the following method:

- The staff will immediately evaluate the situation
- The staff will redirect the child's activities (guide child to an appropriate activity)
- The staff will offer the child a supervised time out
- The staff will talk to the child(ren) involved and reintroduce the child(ren) back into the group
- The staff will not impose punishments for failure to eat, sleep or toileting accidents.

If unacceptable behavior continues, the following steps will be taken:

- A. Staff will evaluate any excessive or severe unacceptable behaviors on a daily basis (ex. biting, hitting, kicking, etc.)
- B. Staff will bring it to the Director's attention immediately with written observation. With each and every incident occurrence an Incident Report will be completed on all children involved, the harmed or injured child and the aggressor. All Incident Reports will be kept on file and reviewed on a regular basis by the Director and Staff in order to improve on classroom safety measures.
- C. Director/Parent/Staff will schedule a conference immediately to evaluate the child's unacceptable behavior(s), (i.e.: time of day, peers involved, etc.) to determine if any patterns are developing. The conference will also be used to coordinate consistent positive and preventive measures to be implemented between the home and Child Development Center environments. Such measures will be documented to serve as a point of reference for staff and parents while working the discipline problem.
- D. Parent visitation to their child's classroom will be encouraged to allow the parent the opportunity to observe, as well as offer input and/or suggestions towards correcting their child's inappropriate behavior. The Director will recommend the duration of

the parental visitation.

- E. The Director, at any time necessary, reserves the right to temporarily suspend the child from LLF due to excessive or severe types of behavior. The Director will hold a conference with staff and parents at the time of the Director's decision. The Board will be notified promptly of any such action.
- F. Once the Director determines the length of the suspension period, along with the plan of action for applying alternative positive discipline techniques agreed to by all parties, a follow-up conference will be scheduled prior to the child re-entering the Child Development Center. Director/Staff/Parents will have a follow-up meeting to evaluate the child's progress. A decision will be made at that time if the Board needs to be notified and take action.
- G. As a last resort, if the unacceptable behavior is not eliminated in a timely manner, the Director reserves the right to dismiss the child from LLF. At the time of withdrawal, the child's security deposit will be refunded in full. All actions by the Director can be appealed through the *Parent's Grievance Procedure*.



## **4 Parent's Guidelines and Responsibilities**

Stated below are procedures and responsibilities that the parent or guardian of any child(ren) enrolled in the LLF is expected to follow. For the purpose of this document, "parent" will be taken to include a natural parent, foster parent, step parent, or other legal guardian.

### **4.1 Orientation Procedure**

On a child's first day at the Center, the parents will be introduced to their child's teacher(s), given a tour of the Center, and review LLF's policies with the Director and/or Assistant Director. Parents of new LLF children are invited to spend time with their child on their child's first day. In addition, new LLF children are invited to spend a few hours at the Child Development Center a day or so before their actual starting date. Kindergarten students will also be requested to attend an orientation session before the start of Kindergarten.

A conference will be held prior to transferring a child from one classroom to another. LLF's goal is to orient both the parent and child to the next classroom experience, which includes the child's new teacher(s), locker, and daily routine. The child will go through an approximate one-week transition to acclimate him/her to the new routine.

### **4.2 Parent Roster**

Annually, the Director will prepare a comprehensive roster of the names and phone numbers of LLF parents or legal guardians. Inclusion on the roster is voluntary and your name will not be included without your permission. The roster will be available to parents or legal guardians upon request.

### **4.3 Visitation Policy/Parent Participation**

You are welcome to visit your child at any time. We request that all visitors immediately announce their presence to the Director. While you are at the Center, feel free to observe all classrooms and let us know of any comments or concerns you may have about your child's care and about our program.

Should you wish to confer with the Director, or with the child's caregiver during your visit, we ask that you arrange a mutually convenient time in advance to discuss your concerns.

For the safety and protection of your child, this open door policy is limited to custodial parents and custodians and guardians of children enrolled in our program. Non-custodial parents, other relatives and friends will not be permitted open door visitation rights unless they are escorted by a parent and sign-in and out during their visit. In addition, all Contractors (outside instructors, workmen, etc.) will be required to SIGN-IN and SIGN-OUT whenever present at the Center and state their business at the Center to the Director. The Sign-In and Sign-Out Forms will be maintained in the foyer area.

#### **4.4 Clothing and Supplies**

On your child's first day of school, or at each change of season, you should bring in at least two complete sets of weather-appropriate clothing, including underwear and socks. These items will be used in the event of mishaps and should be replaced with clean clothing on the next day following such an event.

Please mark all items of your child's clothing (including coats, hats, scarves and boots) with his/her full name. THE STAFF CANNOT BE RESPONSIBLE FOR LOST OR MISPLACED CLOTHING.

Parents with children in diapers must provide and keep on hand at least one (1) week's supply of disposable diapers and wipes. Baby food and/or a daily supply of formula (prepared in capped bottles) will also be provided by parents of children not yet on table food. Such items will be used only by your child and thus should be properly labeled and replenished when required.

On the first day of each school week, your child should arrive with a clean and labeled nap blanket and small pillow. The child may also keep a labeled comfort item (stuffed animal) at school for nap time if desired. Comfort items should be placed in your child's locker. Pacifiers are permitted only in the Bunny and Duckling Rooms.

Please discourage your child from bringing toys except on specified Show-and-Tell Days (for Bear, Tiger, and Kindergarten groups only). All toys need to be labeled with your child's name. It is especially important to exclude gum, jewelry, candy, or other small objects which might cause a tragedy in the wrong hands.

#### **4.5 Outdoor Play**

Bring your child to school properly dressed for the outside temperature. This includes snow pants, hats, mittens, and boots in the winter time. State requirements indicate that outdoor play is to be included in our program on a daily basis. Efforts will be made to allow outdoor exercise whenever weather permits. We will limit the amount of time outside when the temperature (wind chill and heat index factored in) drop below 32 degrees or rise above 90 degrees. Rain, threatening weather, ozone warnings, etc. may also affect our outdoor play time. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. All children are expected to go outside and participate in all classroom activities if they are well enough to be at the center.

#### **4.6 Communicable Disease Policy**

LLF provides children with a clean and healthy environment. However, if this is your child's first experience in group care, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We ask that you do not bring a sick child to the center. They will be sent home. Please also plan ahead to have a back up plan in place if you are not able to take time off from work.

If your child displays any of the following symptoms, either individually or collectively, our

policy is to isolate the child from the other until the parents are contacted and arrive to take the child home:

- A. Vomiting more than one time or when accompanied by any other sign or symptom of illness
- B. Temperature of 100 F axially (under the arm) when in combination with any other sign or symptom of illness
- C. Diarrhea (three or more abnormally loose stools within a 24 hour period)
- D. Sore throat or difficulty in swallowing
- E. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- F. Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- G. Untreated infected skin patches
- H. Unusual spots or rashes
- I. Difficult or rapid breathing
- J. Stiff neck and an elevated temperature
- K. Yellowish skin or eyes
- L. Evidence of untreated lice, scabies, or other parasitic infestation
- M. Unusually dark urine and/or gray or white stool

\*Lewis Little Folks requirements for the above symptoms may be more stringent than licensing requirements.

A staff member observes each child upon entering their group and throughout the day to detect any of the symptoms listed above. A child exhibiting any of the above-listed symptoms of communicable disease shall be provided a cot and blanket and isolated within their classroom as available, and will not be left alone or unsupervised and will remain in sight and hearing of an adult. Then the LLF staff member will immediately contact the child's parents or guardian by phone calls to their offices(s) and to other phone numbers (cell phones, etc.) as indicated on the child's Emergency Notification Form. If neither of the parents/guardians of the child can be reached immediately, the staff member will contact the alternate person(s) identified on the child's Emergency Notification Form. The parent, guardian, or emergency contact person is expected to remove the child from LLF within one hour of the phone contact. If the parent/guardian/emergency contact person does not arrive within one hour of the initial contact, then the staff member will again call the parent/guardian/emergency contact person initially contacted every 30 minutes until the parent/guardian/emergency contact person arrives. In the event the parent or guardian becomes unavailable by phone, the staff member will again try to contact persons listed on the child's Emergency Notification Form to make arrangements for the sick child to be picked-up from the facility. If the parent or guardian fails to make arrangements for the child to be removed from LLF within 2 hours after the initial contact by the staff member, then the LLF Director shall issue to the parent/guardian a written statement of violation of this Communicable Disease Policy. The issuance of two statements of violation per child shall be cause for disenrollment of the child from LLF, at the Director's discretion.

Additionally, after leaving LLF sick, the child must stay home for a 24-hour period following his/her departure, unless the child returns accompanied with a written statement from a medical doctor stating:

1. The diagnosis of the condition as identified by the LLF staff member,

2. A statement that such diagnosis is not contagious, and
3. The date on which the child is considered non-contagious

Without a doctor's notice stating such information, the child may return to the class 24 hours after his/her symptoms have subsided or she/he has been on medication for a 24-hour period.

Parents/guardians are responsible for ensuring that the doctor's note contains the information required by this Communicable Disease Policy. In the event that a parent/guardian attempts to return the child to LLF sooner than 24 hours after the departure without a doctor's note, or with a doctor's note lacking sufficient information as required by this Communicable Disease Policy, the LLF Director may refuse the child's entry to LLF until the earlier of either (1) 24 hours after the initial departure, or (2) receipt of a doctor's note containing the information required by this Communicable Disease Policy.

In the event that the symptoms reoccur after the return of the child to the classroom, the parents/guardian will again be contacted as described above and the same requirements will apply again.

A LLF staff member shall continuously monitor a child who exhibits conditions of a mild illness (including but not limited to minor cold systems.), but who is not exhibiting the conditions listed above. If the mild illness conditions escalate to the conditions listed above, then the above outlined procedure shall apply. The child will be permitted to participate in daily activities so long as such child is able and willing.

Parents will be notified of possible exposure to a communicable disease by posting on the Medical Information Bulletin Board located in the main hallway next to the kitchen. Parents may also be notified by a memo placed in their child's locker.

The Director will periodically review with the staff the signs and symptoms of illness and proper hand washing and disinfecting procedures. The review will be given to each new employee and discussed periodically at staff meetings. No staff member shall attend the Center if they exhibit signs of communicable disease. The Director reserves the right to request a physician's note for a staff member to return to work following an illness.

Be sure to inform the Center, between 8:00 am and 9:15 am, when your child will be absent from school. The recovering child should be feeling well the previous evening, to be considered well enough for Child Development Center the next morning.

LLF reserves the right to refuse entry into the facility of any child deemed too ill to participate or so ill as to provide the risk of contagion to the staff or other children. The decision to dismiss a child from LLF may be made at the start of the day or any time during the day.

LLF does not have adequate facilities to provide for ill children. Accordingly, LLF's Sick Policy is designed for the maximum protection of all the children and staff in our program. LLF expects all parents/guardians to adhere strictly to this Communicable Disease Policy. Any parent/guardian who intentionally violates LLF's Communicable Disease Policy shall be issued a statement of violation. The issuance of any two statements of violation of this Communicable

Disease Policy per child shall be cause for disenrollment of that child from LLF, at the Director's discretion.

Proper immunizations and **annual** physicals will be required for all children enrolled in the Child Development Center or kindergarten. Evidence to that effect will be required yearly as outlined in the enrollment procedures.

#### **4.7 Medication Policy**

The staff will only give medication prescribed by a doctor with written permission by the parent. Medications must be in their original containers and administered in accordance to instructions on the label, and an Administration of Medication Form must be completed. Over-the-counter medications will not be given to a child unless accompanied by a doctor's note stating the dosage and time to administer. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's locker or book bag. The staff may apply other ointments, creams, baby powders or lotions, if the parent has completed an Administration of Medication Form. Staff members will log the times that they administer medication on the Administration of Medication Form. The log is available for the parents to review.

#### **4.8 Parent's Grievance Procedure**

While LLF reserves the right of final decision, it and its Board of Trustees expect to be able to resolve all concerns arising with the staff, policies, and/or payments to the mutual satisfaction of all involved parties. To simplify this process, we ask that parents having any problem or complaint please follow these suggestions in seeking a reasonable solution.

- A. TALK with the person involved. If the problem is with a staff member, talk to that staff member; if it concerns policy or payments, bring it to the attention of the Director. Often, what appears to be a major problem, when clarified, turns out to be a misunderstanding.
- B. IDENTIFY the problem specifically. Find out or explain what events or conditions may have precipitated the incident. Optimally this should be done AT THE TIME THE EVENT OCCURS.
- C. If the problem is with a staff member other than the Director and still is unresolved, MAKE AN APPOINTMENT WITH THE DIRECTOR to discuss the problem privately. In this meeting clearly state what the problem is. Be very specific; name the persons involved and give the date and circumstances of the event(s), which are troubling you (e.g. don't say "One of the aides is mean to my child." Instead say "Last Monday when I came to pick up Johnny at 4:30, Mary Jones ..."). The Director will discuss the problem with you and decide what action should be taken. The Director may set up a meeting between you and the staff member in question or may elect to handle the problem in a different manner. In any event, the Director will write up a summary of the meeting and the action she took as a result. A copy of the summary will be sent to you and to the Board of Trustees.

- D. If the Director's response does not resolve the problem to your satisfaction, contact the Board President. The Board of Trustees will meet with you in a private session to discuss the problem and how the Director handled it. The Board will make its decision in a closed session. You will be notified of the results in writing. The Board's decisions shall be final and binding on all parties concerned.

#### **4.9 Status reports and other information**

##### **4.9.1 Daily Activity Record**

Your child's teacher keeps a record of your child's activities. This record includes meals, naps, bathroom/diaper changes, and a list of specific games and activities. The record is placed in your child's locker at the end of each day.

##### **4.9.2 Bi-annual Parent Conference**

Your child's teachers will arrange a conference with you each fall and spring. The conference provides an opportunity to discuss your child's development and progress as well as any questions or concerns that you may have about the care that your child is receiving.

##### **4.9.3 Kindergarten Grading Periods**

The LLF Kindergarten has four grading periods and report cards. The report card for each child will be forwarded to the child's grade school with the parents' permission.

##### **4.9.4 Monthly Activity Schedule**

A schedule of the daily activities and weekly "themes" is prepared and placed in your child's locker each month. This calendar will provide you with advance notice of special events as well as requests for special items from home.

##### **4.9.5 LLF Newsletter**

The Director and Board prepares and distributes a periodic newsletter to all LLF members. The newsletter provides details of upcoming events and announces the arrival of new staff members and children.

##### **4.9.6 Physical Form**

To be completed **annually** by your child's doctor.

##### **4.9.7 Emergency Transportation Authorization Form**

To be completed annually by you and lists your child's doctor, dentist, and other necessary medical information that might be needed in an emergency.

##### **4.9.8 Pick-up Permission Form**

To be completed if you are unable to pick-up your child. These forms are located by the main entrance.

#### **4.9.9 Administration of Medication Form**

To be completed by you when your child needs to have prescription or over-the-counter medicine administered at school. The form must be accompanied by a doctor's note or original prescription container. These forms are located by the main entrance and are filled out at the beginning of **each** week.

#### **4.9.10 Activity Permission Form**

Must be completed by you in order for your child to participate in any extracurricular activities.

## **5 INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public childrens services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.